

DO NOT USE ALL CAPS when completing this form. Use regular sentence punctuation.

COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
eMARS TRAVEL REIMBURSEMENT DETAIL

TC 31-26E
Rev. 06/2008

Agency: **C35** Document Number: _____ Authorization: _____

Page 2 of	DATE	AGENCY NAME	
EMPLOYEE ID		TRAVELER'S WORK STATION	OFFICE PHONE
TRAVELER NAME		TRAVELER'S RESIDENCE	

MO	DAY	TIME OF		LOCATION	PRIVATE AUTO MILEAGE	TOLLS AND/OR PARKING	LODGING	SUBSISTENCE	TOTALS					
		DEPARTURE	RETURN											
				From To			<input type="checkbox"/> SP	<input type="checkbox"/> SP B _____ L _____ D _____						
Purpose:														
				From To			<input type="checkbox"/> SP	<input type="checkbox"/> SP B _____ L _____ D _____						
Purpose:														
				From To			<input type="checkbox"/> SP	<input type="checkbox"/> SP B _____ L _____ D _____						
Purpose:														
				From To			<input type="checkbox"/> SP	<input type="checkbox"/> SP B _____ L _____ D _____						
Purpose:														
				From To			<input type="checkbox"/> SP	<input type="checkbox"/> SP B _____ L _____ D _____						
Purpose:														
				From To			<input type="checkbox"/> SP	<input type="checkbox"/> SP B _____ L _____ D _____						
Purpose:														
				From To			<input type="checkbox"/> SP	<input type="checkbox"/> SP B _____ L _____ D _____						
Purpose:														
				From To			<input type="checkbox"/> SP	<input type="checkbox"/> SP B _____ L _____ D _____						
Purpose:														
If mileage claimed, was State car available? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Rode with another state employee.									TOTALS FOR THIS PAGE					

Airfare Expenses: _____

Registration Fees: _____

Name of Conference/Symposium: _____

ENTER MILEAGE FROM ALL PAGES _____ (Miles) x _____ (Cents Per Mile)		
GRAND TOTAL EMPLOYEE REIMBURSEMENT		TOTAL OTHER EXPENSES
AIRFARE & REGISTRATION REIMBURSEMENT		TOTALS FROM ALL CONTINUATION PAGES
TOTAL TRAVEL REIMBURSEMENT		GRAND TOTAL EMPLOYEE REIMBURSEMENT

SP = See Purpose